DOCUMENT RESUME

ED 317 196 IR 014 286

TITLE	How Do You Measure Up? Guidelines for School Library Media Programs.
INSTITUTION	Ohio Educational Library/Media Association, Columbus.
PUB DATE	89
NOTE	111p.
PUB TYPE	Guides - Non-Classroom Use (055) -- Tests/Evaluation Instruments (160)
EDRS PRICE	MF01/PC05 Plus Postage.
DESCRIPTORS	Administration; Elementary Secondary Education; *Facility Guidelines; Leadership; *Learning Resources Centers; Library Planning; *Library Services; Media Specialists; Personnel Evaluation; *Program Evaluation; Resource Allocation; Self Evaluation (Groups); *Standards

ABSTRACT

These guidelines are designed to enable library media specialists, or other educators working with school library media programs, to evaluate their programs within a framework of three sets of standards or guidelines: the Ohio Minimum Standards, the North Central Association of Colleges and Secondary School standards, and "Information Power," the national guidelines from the American Association of School Librarians (AASL) and the Association for Educational Communications and Technology (AECT). This new edition reflects new standards and therefore replaces the outdated previous edition. Standards are provided for the media specialist's roles and responsibilities, for leadership, planning, and management; for personnel; for resources and equipment; and for facilities. Using a three-column layout within each of these broad sections, the document lists the relevant guidelines developed by AASL and AECT in the first column, the North Central standards in the second column, and the Ohio Minimum Standards in the third column. Facing pages provide space for the user's own self-evaluation. (GL)

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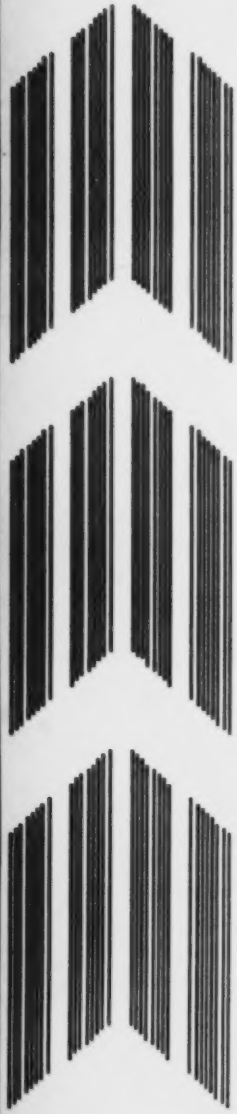

How do you measure up?

Guidelines for school library media programs

Prepared by the
Ohio Educational Library/Media Association
Columbus, Ohio 1989

This publication is also available from the
OHIO EDUCATIONAL LIBRARY/MEDIA ASSOCIATION
40 South Third Street, Suite 230, Columbus, Ohio 43215
(614) 221-9057

Ohio Educational Library/Media Association.
How do you Measure up?
1. School libraries—Standards. 2. Media programs (Education)—Standards. I. Ohio Educational Library/Media Association. II. Title.
1989 027.8

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ACKNOWLEDGEMENTS

Grateful acknowledge is given to the following people for their invaluable contributions to this document and for their time so generously given:

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Marjorie Pappas—Assistant Professor of Educational Technology, Wright State University, OELMA President 1988-89, under whose leadership this project was completed.

FOREWORD

As a result of the massive explosion of knowledge, we now live in an age of information, an age in which the ability to process and apply information effectively is indispensable to survival.

As responsible educators, we are obligated to make certain that our students have the requisite skills to use competently this ever expanding pool of knowledge and information.

To that end, we have planned carefully and worked diligently to rearrange the newly revised standards and guidelines into improved working patterns, in order to make this document a useful tool. Our hope is that this will facilitate the evaluation of your school library media program to better meet the needs required by the age of information. However, it should be recognized that these standards are the minimum required and that our age demands much more.

In the first column are the guidelines developed jointly by the American Association of School Librarians and the Association for Educational Communications and Technology.

In the second column are those of the North Central Association of Colleges and Secondary Schools.

In the third column are the Ohio Minimum Standards as set forth by the State Board of Education.

The facing page is provided for your own self-evaluation to see how your library media program measures up to these three sets of standards.

INTRODUCTION

How Do You Measure Up? is a document that enables the library media specialist, or other educators working with school library media programs, to evaluate the program within a framework of three sets of standards or guidelines: the *Ohio Minimum Standards*, the North Central Association's standards, and *Information Power*, the national guidelines from AASL and AECT. This new edition of *How Do You Measure Up?* reflects new standards information and therefore replaces the outdated previous edition.

The need for a new edition of *How Do You Measure Up?* became apparent in 1987/88, as projects and programs were planned reflecting implementation topics for *Information Power*. Since both the Ohio Minumum Standards and *Information Power* have been designed as qualitative or descriptive standards, rather than quantitative standards, the need for a comparative document was even further heightened. The new project began early in 1988 when President Judy Mills appointed a committee to work collaboratively with the Standards Committee and the Publications Committee to prepare a new edition. The committee met and worked diligently throughout 1988 and into 1989.

Information Power provided the vision and framework for school library media programs which must be developed within the realities of both Ohio's and North Central's standards. *How Do You Measure Up?* provides the focus across all three documents, highlighting the important elements of each. This document sets the stage for goal setting, the initial step toward developing and implementing quality school library media programs. We challenge you to use this as you deal with the proliferation of information resources and the development of new technologies that are broadening and redefining the mission of school library media programs.

OELMA and the library media specialists in the State of Ohio owe a debt of gratitude to the members of the Task Force on *How Do You Measure Up?* along with the special consultants who assisted with the editing process. These individuals donated their personal time toward this document and their efforts are greatly appreciated.

Marjorie Pappas,
OELMA President

Judith Mills,
OELMA Past-President

Program

AASL/AECT

2.1 The school library media program plays a critical role in teaching and learning activities.

2.2 The library media program is fully integrated into the curriculum, serving the school's educational goals and objectives by providing access to information and ideas for the entire school community.

2.3 The principal, the library media specialist, teachers, and students work together to ensure that the program contributes fully to the educational process in the school.

2.4 The library media program offers both traditional resources and new technologies as teaching and learning tools.

2.5 The program is housed in a school library media center that provides adequate and appropriate space for all the resources and activities of the program.

2.6 The library media center is convenient, comfortable, and aesthetically inviting.

North Central

Elementary

3.40 Instruction in the use of instructional/learning materials and the center's other resources shall be provided to all students and to the staff.

3.56 Schools providing early childhood education programs shall make available to parents a collection of books and materials on early childhood education and child care.

3.74 The school shall provide equipment, materials, space, and professional guidance for the staff and students in designing and producing instructional/learning materials.

Ohio

3301-35-03(B)(2)
A LIBRARY SHALL BE PROVIDED IN EACH SCHOOL.

Each school or school site shall have a centralized collection of print and nonprint materials and equipment with adequate space for teacher and student use. Classroom libraries alone do not constitute compliance.

A public library housed in the school building may serve as a school library providing the following conditions exist:

1) students and teachers have access throughout the school day;
2) materials are selected to support course of study objectives and pupil interests;
3) services are provided to all students and teachers; and
4) the program is supervised by a certificated librarian.

3301-35-03(B)(2)(b)
LIBRARY SERVICES SHALL BE AVAILABLE THROUGHOUT THE SCHOOL DAY.

A description of library services provided should be available. The library is to be available each day for the full school year for no less than five hours for elementary schools and five and one-half hours for secondary schools, exclusive of the lunch period. A daily schedule for the library facility should be available.

How do I measure up?

Program		
AASL/AECT	North Central	Ohio

Program

AASL/AECT

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North Central

Middle School

A coordinated instructional materials program makes accessible a wide range of media to teachers and students. In addition to receiving, storing, retrieving, and displaying information in all forms both in the center and at other locations, equipment and personnel are available for the production of a wide range of media for students and faculty. The program is developed in such a way as to support instruction through appropriate facilities and a professionally and technically prepared staff.

10.01 The instructional materials program shall reflect the philosophy of the school and the effectiveness of the program shall be judged on the basis of how it facilitates the instructional program.

10.05 Orientation programs on the use of the instructional materials center(s) shall be provided for all students.

Ohio

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How do I measure up?

Program		
AASL/AECT	North Central	Ohio

Program

AASL/AECT	North Central	Ohio
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How do I measure up?

Program		
AASL/AECT	North Central	Ohio

Program

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The School Library Media Specialist: Roles and Responsibilities

AASL/AECT

Information Specialist

3.1 Library media specialists make resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.

3.2 Access to the library media center collection is provided by an accurate and efficient retrieval system that uses the expanding searching capabilities of the computer.

3.3 Students receive assistance in identifying, locating, and interpreting information housed in and outside the library media center.

3.4 Students and teachers have access to the library media center and to qualified professional staff throughout the school day. Class visits are scheduled flexibly to encourage use at point of need.

3.5 Policies and procedures ensure that access to information is not impeded by fees, loan restrictions, or online searching charges.

3.6 Teachers, students, parents, and administrators are informed of new materials, equipment, and services that meet their information needs.

3.7 Students at remote sites are provided with access to information.

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North Central

Elementary

3.7 Instructional/learning materials and equipment shall be available to students and staff throughout the school day.

3.72 Instructional/learning materials and equipment shall be available to students and staff throughout the school year.

Middle School

10.04 Inservice education programs shall be provided for the staff in order to ensure effective use of the instructional materials center(s).

10.06 The center(s) shall be open to students and the staff throughout the school day and at other times deemed desirable by the local situation.

10.08 Each student shall have full opportunity to use the services and materials of the instructional materials program.

Ohio

3301-35-03(B)(2)(c)
LIBRARY SERVICES SHALL INCLUDE PROVISIONS FOR:

(i) INSTRUCTION OF PUPILS IN LIBRARY SKILLS;

Each school district should formulate a plan for library skills instruction. Certificated librarians working with classroom teachers should develop a K-12 scope and sequence identifying library skills to be taught. A separate course of study is not required; however, library skills need to be articulated and identified within the curriculum. Instruction may be provided to individuals, small groups, or entire classes.

Instruction in library skills can be provided by a certificated librarian and/or a classroom teacher. Aides or volunteers may supplement formal instruction of students but only under the supervision of certificated staff.

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How do I measure up?

The School Library Media Specialist: Roles and Responsibilities		
AASL/AECT	**North Central**	**Ohio**

The School Library Media Specialist: Roles and Responsibilities

AASL/AECT

Teacher

3.8 The information curriculum is taught as an integral part of the content and objectives of the school's curriculum.

3.9 The information curriculum includes instruction in accessing, evaluating, and communicating information and in the production of media.

3.10 Library media specialists and teachers jointly plan, teach, and evaluate instruction in information access, use, and communication skills.

3.11 Assistance is provided in the use of technology to access information outside the library media center.

3.12 Teachers and other adults are offered learning opportunities related to new technologies, use and production of a variety of media, and laws and policies regarding information.

3.13 Library media specialists use a variety of instructional methods with different user groups and demonstrate the effective use of newer media and technologies.

Instructional Consultant

3.14 Library media specialists participate in building, district, department, and grade-level curriculum development and assessment projects on a regular basis.

North Central

High School

8.20 The library shall be housed in the school building and be open throughout the school day.

Vocational

Exemplary: Instructors are encouraged to visit the IMC on a regular basis for the purpose of fostering better coordination with their respective educational programs.

Ohio

3301-35-02(B)(1)(a)
A course of study shall be adopted for each subject taught. Each course of study shall:

(i) Comply with the provisions of section 3313.60 of the Revised Code:
(ii) Be based on the philosophy of education and educational goals;
(iii) Prescribe what is to be taught;
(iv) Specify subject matter objectives;
(v) Establish a scope and sequence;
(vi) Provide a basis for pupil evaluation.

3301-35-02(B)(1)(c)
Courses of study shall be reviewed and updated at least once every five years.

3301-35-03(B)(2)(c)(ii)
INSTRUCTION OF CERTIFICATED STAFF IN THE USE OF LIBRARY SERVICES AND THE PRODUCTION OF INSTRUCTIONAL MATERIALS.

Certificated librarians need to provide instruction for teachers in how to use the library and how to produce instructional materials such as transparencies, slides, and videotapes. Such instruction may be an annual orientation or it may involve staff development activities held through out the school year.

3301-35-02(B)(3)
Daily lesson plans shall give direction for instruction and implementation of courses of study.

How do I measure up?

The School Library Media Specialist: Roles and Responsibilities

AASL/AECT	North Central	Ohio

The School Library Media Specialist: Roles and Responsibilities

AASL/AECT	North Central	Ohio
3.15 Library media specialists offer teachers assistance in using information resources, acquiring and assessing instructional materials, and incorporating information skills into the classroom curriculum.		
3.16 Library media specialists use a systematic instructional development process in working with teachers to improve instructional activities.		
3.17 Library media specialists provide leadership in the assessment, evaluation, and implementation of information and instructional technologies.		

Leadership, Planning, and Management

AASL/AECT

4.1 The mission, goals and objectives of the library media program are clearly understood and fully supported by the administrative and educational staff, the students, and the community.

4.2 Responsibility for leading and managing the library media program is shared equally by the head of the building program, the principal, and the district library media director, who must jointly develop library media goals, establish priorities, and allocate the resources necessary to accomplish the mission.

4.3 Planning involves school and district library media program administrators, the library media staff, school administrators, teachers, students, and community members, as appropriate.

4.4 As part of the planning process, the library media program is evaluated on a regular basis to review overall goals and objectives in relation to user and instructional needs and to assess the efficiency and effectiveness of specific activities.

4.5 Program and personnel evaluations follow district-wide policies and procedures, focus on performance, and are based upon appropriately collected data.

4.6 The planning process results in periodic reports that emphasize and document progress toward stated goals and objectives.

North Central

Elementary

3.42 After a minimum balanced print and non-print collection has been established, the minimum annual expenditure for books (exclusive of textbooks), magazines, and audio-visual materials (but not equipment) shall be as follows:

Enrollment	Expenditure
Fewer than 400	$6.00 per pupil students
Over 400 students	$2,400 for the first 400 students plus $4.00 for each additional student.

3.76 There shall be an ongoing evaluation of the effectiveness of the organization, services, and resources of the school's instructional materials program.

Ohio

3301-35-03(B)(2)(d)
ANNUAL SCHOOL YEAR DISTRICT EXPENDITURES FOR LIBRARY MATERIALS AND EQUIPMENT SHALL AMOUNT TO AT LEAST ONE HALF OF ONE PERCENT OF THE TOTAL GENERAL FUND EXPENDITURES FOR REGULAR INSTRUCTION; FOR THE PREVIOUS SCHOOL YEAR AS ENTERED ON FORM 625, OHIO COMMON CORE DATA.

The Ohio Department of Education Form 625, Ohio Common Core Data, is filed be the school district each year.

The district allocation of instructional materials should take into consideration pupil needs relative to objectives specified in courses of study.

District expenditures for library materials and equipment may be spent for centralized collections and for purchased services, such as interlibrary loan and online computer reference services.

3301-35-03(K)
Educational resource allocation in accordance with paragraphs (A) to (J) of this rule shall be evaluated at least once every five years. Evaluation procedures shall be conducted according to professionally recognized criteria and procedures.

How do I measure up?

Leadership, Planning, and Management

AASL/AECT	North Central	Ohio

Leadership, Planning, and Management

AASL/AECT

4.7 The library media specialist, the principal, and the district library media coordinator cooperatively plan the library media center budget.

4.8 Sufficient funds are provided for the resources and personnel necessary to achieve the goals and objectives of the library media program.

4.9 A qualified library media program staff is fundamental to the implementation of effective school library media programs at the school and district levels. The quality and size of the professional and support staff are directly related to the range and level of services provided.

4.10 The selection, training, support, and evaluation of the library media staff are the key determinants in the success of the program.

4.11 The library media program must be promoted by library media personnel who demonstrate the importance of the library media program in education, publicize available services and resources to students and staff, serve on school and district-wide committees, and participate in community-wide projects.

North Central

Middle School

10.01 d. After a media program has acquired a minimum balanced print and non-print collection, the annual expenditures for books, magazines, and audio-visual materials (exclusive of textbooks and equipment) shall be as follows:

Enrollment	Expenditures
Fewer than 500	$6.00 per student
500 to 999	$3,000 for the first 500 students plus $4.00 per student above 500
1,000 to 1,999	$5,000 for the first 1,000 students plus $3.50 per student above 1,000
2,000 and above	$8,500 for the first 2,000 students plus $2.50 per student above 2,000.

10.01 f. When a school's collection exceeds by 50% the minimum required in Standard 10.01(b), a school may reduce its annual media expenditures by 50% of the levels required in Standard 10.01(d) if the collection provides the range and content level form of expression and format necessary to meet the needs of the students served.

Ohio

How do I measure up?

Leadership, Planning, and Management

AASL/AECT	North Central	Ohio

AASL/AECT	North Central	Ohio
	10.10 Materials in the center(s) shall be evaluated annually in terms of recency, appropriateness, balance, adequacy, and usage. 10.11 The professional staff of the school, working with the instructional materials center(s) staff, shall assume a major responsibility in the selection of materials for the center(s). 10.13 There shall be an ongoing evaluation of the effectiveness of the program's organization, services, and resources. *Exemplary:* A faculty committee studies the services and utilization of the instructional materials center, evaluates its effectiveness and makes recommendations for improvement.	

How do I measure up?

Leadership, Planning, and Management

AASL/AECT	North Central	Ohio

AASL/AECT	North Central	Ohio
	High School 8.40 **Media Program Expenditures:** After the school has acquired a minimum balanced print and non-print collection, the annual expenditure for books, magazines, and the rental and purchase of audio-visual materials (exclusive of textbooks and equipment) shall be: **Enrollment** — **Expenditure** Fewer than 500 students — $6.00 per student From 500 to 999 students — $3,000 for the first 500 students plus $4.00 per student above 500 From 1,000 to 1,999 students — $5,000 for the first 1,000 students plus $3.50 per student above 1,000 2,000 student and over — $8,500 for the first 2,000 students plus $2.50 per student above 2,000 The contributions of federally funded programs may be included in meeting this standard. *Exemplary:* A faculty advisory committee works with the media staff to extend the services of the library and to evaluate its effectiveness.	

How do I measure up?

Leadership, Planning, and Management

AASL/AECT	North Central	Ohio

Leadership, Planning, and Management

AASL/AECT	North Central	Ohio
	Vocational 9.60 **Media Program Expenditures.** The annual expenditures for all media shall be adequate to meet the instructional needs of the vocational/adult school. *Exemplary:* A faculty advisory committee has been appointed to extend the services and utilization of the IMC and to help evaluate its effectiveness.	

Personnel

AASL/AECT

5.1 Each school, regardless of size or level, has at least one full-time library media specialist who serves full-time as the head of the library media program within the building.

5.2 Library media specialists are members of the school's instructional staff and participate fully in the planning, delivery, and evaluation of the school curriculum and of student learning activities.

5.3 Library media specialists have master's level education with preparation in library and information science, management, education, media, communications theory, and technology.

5.4 The library media staff includes one or more paid technicians, assistants, or clerks for each library media professional.

5.5 The number of professional staff needed in any building is determined through an identified planning process, which takes into account program requirements, the number of students and teachers who are served, and other pertinent features of the school and the library media center itself.

5.6 Library media personnel are available to teachers and students throughout the school day and do not have their time rigidly scheduled with classes.

North Central

Elementary

Staffing for the Instructional Materials Program

5.56 Responsibility for the development and the operation of the media program shall be placed under the direction of a qualified (professional) media specialist.

5.57 The school shall provide for the staffing of the instructional/learning/media program through one of the following arrangements:

	Option A	Option B		
Enrollment	Certificated Media Specialist	Certificated Media Specialist	PLUS	Trained Employed Aide
Fewer than 400 students	1/2 time specialist	1/5 time specialist	+	1 full-time aide
400 to 999 students	1 full-time specialist	1/2 time specialist	+	1 full-time aide
1,000 or more students	1 full-time specialist plus 1 full-time aide			

If Option B is used, the paraprofessional must have training in library cataloging and/or library administration and organization so as to be able to assist with cataloging, library records, circulation, and helping students and teachers in the collection of materials needed for classroom activities. The paraprofessional may be trained by a certificated library/media specialist or through appropriate college or university courses.

5.58 In order to permit the media specialist to provide essential professional media services to students and faculty, sufficient clerical help shall be provided.

Ohio

3301-35-03(B)(2)(b)

EACH LIBRARY SHALL BE STAFFED BY A CERTIFICATED LIBRARIAN OR BY AN AIDE OR VOLUNTEER SUPERVISED BY A CERTIFICATED LIBRARIAN.

A staffing ratio of librarians to buildings or students is not specified. One certificated librarian for each district is required. The additional assignment of certificated staff and aides to buildings is at local discretion provided services are available for at least the length of the minimum school day. Staffing at the building and district levels should be determined following the definition of the level of services necessary to meet expectations.

Library aides and volunteers must be supervised by a librarian who holds appropriate certification. For example, a librarian supervising both elementary and secondary programs must have a K-12 certificate in educational media or library science.

The job description for supervisor should detail responsibilities which may include, but are not limited to:

1) developing and supervising library skills instruction
2) selecting materials
3) determining budget
4) providing centralized technical services
5) conducting inservice education

How do I measure up?

Personnel

AASL/AECT	North Central	Ohio

Personnel

AASL/AECT

5.7 Library media specialists are evaluated at the building level through instruments which address their unique responsibilities and contributions according to established district practices for all professional personnel.

5.8 Library media staff members have salary, fringe benefits, and working conditions equal to those of other staff members with comparable qualifications and responsibilities.

5.9 The head of the library media program is accorded pay, responsibilities, and administrative standing commensurate with other leadership positions in the school and serves on the school's curriculum or instructional body.

5.10 Library media specialists engage in continuing education activities to ensure that they are qualified to deliver library media programs that reflect the most recent developments in education, technology, and information science.

5.11 Leadership and coordination are provided at the district level by a library media specialist chosen on the basis of educational preparation, breadth of experience, and administrative qualifications.

North Central

Middle School

6.06 h. The media specialist shall have at least 15 semester hours in school library and audio-visual services, shall have a broad background in education, and shall be certified as a teacher. The person shall meet state standards of preparation.

10.02 The school shall provide staffing for the instructional materials program through one of the following arrangements:

Enrollment	Qualified Specialists Required
Fewer than 300	At least 1 half-time specialist
From 300 to 1,499	At least 1 full-time specialist
1,500 students and over	At least 2 full-time specialists OR schools of 1,500 or more students may use, if approved by the State Committee, an alternative approach to meeting the intent of this standard, but at least one full-time specialist must be provided.

In meeting Standard 10.02, a school shall employ at least 1 qualified librarian on a half-time basis.

Ohio

A planned schedule of supervisory activities should be established to evidence supervision for each library.

3301-35-03(4)
A minimum of five full-time equivalent educational service personnel shall be employed on a districtwide basis for each one thousand pupils in average daily membership. Said ratio shall be calculated in accordance with sections 3317.02 and 3317.023 of the Revised Code.
Educational service personnel shall be assigned to at least five of seven areas: counselor, librarian, school nurse, visiting teacher, and elementary art, music, and physical education. Educational service personnel assigned to elementary art, music, and physical education shall hold the special teaching certificate in the subject assigned.

How do I measure up?

Personnel

AASL/AECT	North Central	Ohio

Personnel

AASL/AECT	North Central	Ohio
	High School 4.81 **Professional Media Personnel:** Librarians shall meet the classroom teacher requirements with reference to degree and professional preparation and also shall have a minimum of 18 semester hours of library science. Persons employed as audio-visual specialists shall meet the classroom teacher requirements with reference to degree and professional preparation and also shall have at least 12 semester hours of credit in this field. 4.95 **Supervisors:** School supervisors working in such areas as curriculum, instruction, testing, special education, speech, music, library, and vocational education shall have major preparation in the fields in which they are serving and shall hold at least the master's degree. A supervisor shall have a minimum of 2 years of teaching experience.	

How do I measure up?

Personnel

AASL/AECT	North Central	Ohio

Personnel

AASL/AECT	North Central	Ohio
	8.30 The professional staff shall provide such services as instructing students in the use of the media center, assisting teachers in locating and utilizing resources, and producing graphic and other materials. In addition, the professional staff shall develop a plan for the evaluation and selection of materials utilizing standard lists and the judgments of the teaching staff. To provide these services, the equivalents of the following numbers of professional media persons (qualified as librarians or audio-visual specialists) are required:	

Enrollment	Qualified Specialists Required
Fewer than 300 students	At least 1 half-time specialist
From 300 to 1,499 students	At least 1 full-time specialist
1,500 students and over	At least 2 full-time specialists **OR** schools of 1,500 or more students may use, if approved by the State Committee, an alternative approach to meeting the intent of this standard, but at least one full-time specialist must be provided.

In meeting Standard 8.30, the school shall employ at least one qualified librarian on a half-time basis.

How do I measure up?

Personnel

AASL/AECT	North Central	Ohio

Personnel

AASL/AECT	North Central	Ohio
	8.50 To permit media specialists to perform essential services for faculty and students, adequate technical and clerical help shall be provided. *Exemplary:* The school employs at least one librarian and one audio-visual specialist. *Exemplary:* The training of staff members responsible for the media program includes work in curriculum, audio-visual education, and library science. The media staff members have master's degrees in their special areas. Vocational 5.41 *Media Specialists:* Media specialists in adult schools shall meet state teacher certification requirements and shall have earned a minimum of 18 semester hours of library science. Persons employed principally as audio-visual specialists shall have at least 12 semester hours of credit in this field. In vocational schools, media specialists shall have specific educational preparation appropriate to the needs of the media program in each school.	

How do I measure up?

Personnel

AASL/AECT	North Central	Ohio

AASL/AECT	North Central	Ohio
	5.55 Supervisors working in such areas as curriculum and instruction, testing, special education, speech, music, library, and vocational education shall hold or be working towards a master's degree with major preparation in the fields in which they are serving.	
	9.40 *Instructional Materials Center Personnel.* Member schools shall employ a professionally prepared individual as learning center coordinator. Schools exceeding 500 full-time students (full-time equivalency) shall have a full time professionally-prepared coordinator. The professional staff shall provide such services as instructing students in the use of the center, assisting teachers in locating and utilizing resources, and overseeing the production of graphic and other materials. Upon approval of the State Committee, an alternative staffing pattern may be used by the school if the school schedule or relationship with sending schools warrants such a variation.	
	9.50 *Clerical Help.* Sufficient and clerical help shall be provided in order to permit media specialists to perform essential services for teachers and students.	

How do I measure up?

Personnel

AASL/AECT	North Central	Ohio

Personnel

AASL/AECT	North Central	Ohio
	Exemplary: All personnel are involved in staff development including current training and active membership in professional organizations. *Exemplary:* Instructional materials personnel represent a balanced team of persons trained in curriculum, audio-visual education, and library science, including master's degrees in these specialized areas.	

Resources and Equipment

AASL/AECT

Scope of the collection

6.1 The library media center collection is selected and developed cooperatively by the library media specialist and the faculty to support the school's curriculum and to contribute to the learning goals of teachers and students.

6.2 The library media center collection includes instructional resources in a variety of formats with appropriate equipment selected to meet the learning needs of all students.

6.3 Information services provide resources from outside the library media center through interlibrary loan and electronic means to extend and expand the local collection.

Collection Development

6.4 The school district has a selection policy that has been approved by the school board and includes criteria and procedures for the selection and reconsideration of resources.

6.5 Each school building has its own collection development plan that supplements a district selection policy and provides specific guidelines for developing the school's collection.

6.6 Instructional resources are selected according to principles of intellectual freedom, and provide students with access to information that represents diverse points of view in a pluralistic society.

North Central

Elementary

3.41 The minimum book collection shall be 2,500 volumes, exclusive of textbooks, or 10 volumes for each student, whichever figure is larger.

3.43 The collection of instructional/learning materials shall be classified and cataloged according to a nationally accepted system.

3.44 All instructional/learning materials and equipment in the school related to the media program shall be listed in a central catalog.

3.50 The program shall consist of a balanced collection of print materials, non-print materials, and instructional/learning equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school's program.

3.52 The instructional/learning equipment shall be sufficient in quantity and variety to support the non-print collection.

3.54 A library of professional materials containing print and multi-media resources shall be available to the staff.

3.58 The professional staff of the school, under the leadership of the media specialist, shall assume responsibility for the selection of materials and equipment for the media program.

Ohio

3301-35-03(B)(2)(a)
THE LIBRARY COLLECTION SHALL:

(i) BE SELECTED ACCORDING TO ADOPTED POLICIES WITH THE INVOLVEMENT OF CERTIFICATED STAFF;
A board-approved selection policy identifying the process for purchase of the library collection is to be established. Librarians need to involve teachers in the selection of materials by accepting their suggestions for individual titles and subject areas and involving them in the preview of actual materials.

(ii) INCLUDE MATERIALS WHICH SUPPORT ATTAINMENT OF OBJECTIVES SPECIFIED IN COURSES OF STUDY;
The library materials shall support the instructional program as defined in the adopted courses of study and meet the ages, interests, and needs of students. It is suggested that subject areas of the library collection be evaluated periodically on the same cycle as the course of study review. A systematic examination should be made to match the library collection to specific subject objectives.

(iii) INCLUDE MATERIALS APPROPRIATE TO PUPIL AGES, INTERESTS, AND EDUCATIONAL NEEDS;
The collection should include print and nonprint materials to accommodate student learning styles. For example, high-interest, low-vocabulary books can transcend curricular needs and fulfill personal interests.

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT

Organization, Maintenance, and Circulation

6.7 All materials are included in a local bibliographic control system and standardized formats for classification and cataloging are followed.

6.8 Full automation of library circulation, cataloging, and acquisition functions is being actively planned and implemented.

6.9 Collections and equipment are circulated according to procedures that ensure confidentiality of borrower records and promote free and easy access for all students.

Information Access beyond the School

6.10 The library media center provides access to information outside the center through union catalogs, network arrangements, and resource-sharing options.

6.11 District and regional level collections are available to support building-level information needs.

6.12 The building-level library media center participates in interlibrary loans, as a lender as well as a borrower, according to established policies and procedures.

North Central

3.60 All instructional/learning materials shall be selected with consideration for the appropriate treatment of racial, ethnic, and cultural groups and the avoidance of sex stereotyping.

3.62 There shall be a written policy, approved by governing board, concerning the criteria to be used in the selection and evaluation of instructional/learning materials for the media program.

3.64 Policies and procedures shall be established for the consideration of any community comments or concerns regarding instructional materials.

3.68 All media materials and equipment shall be maintained adequately, with provisions made for regular replacement of outdated materials and equipment.

3.78 The school shall provide for classroom use a variety and diversity of instructional/ learning materials sufficient to accommodate the scope of the program and individual differences among students.

3.80 Learning materials and equipment shall be available for classroom use in sufficient quantity to provide for the number of students involved in learning activities in that room/area.

Ohio

(iv) INCLUDE CURRENT REFERENCE MATERIALS WITH AT LEAST ONE SET OF ENCYCLOPEDIA HAVING A COPYRIGHT DATE WITHIN THE PAST FIVE YEARS;
Reference materials include dictionaries, atlases, encyclopedias, and general and specialized subject area materials. These materials are current if they are periodically reviewed and found adequate to implement the subject objectives in the courses of study. The school should have an encyclopedia with a copyright date within five years. A computerized online reference service is permissible if it is suitable for the ages of students and students have as much access to the information as they do to the hard copy books.

(v) BE INVENTORIED AND CATALOGED CENTRALLY ACCORDING TO A NATIONALLY RECOGNIZED SYSTEM;
Two nationally recognized cataloging systems are the Dewey Decimal and the Library of Congress systems. Print and nonprint materials and instructional equipment should be periodically inventoried.

(vi) BE ORGANIZED FOR CONVENIENT ACCESSIBILITY;
Library hours, location and shelving of materials, and circulation procedures shall readily facilitate use by student, teachers, and administrators.

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT	North Central	Ohio
	3.82 Instructional materials and equipment shall be available for classroom use in sufficient quantity for the number of teachers in the school. 3.84 Instructional/learning materials and equipment shall be selected through cooperative staff action. 3.86 Instructional/learning materials and equipment shall be selected by means of comparative analysis, based on criteria approved by the staff prior to the selection. 3.88 Instructional/learning materials shall be evaluated periodically in terms of their adequacy for the students and the program. 3.90 The school shall have procedures that ensure the optimal availability and use of classroom instructional/learning materials and equipment.	3301-35-03(B) INSTRUCTIONAL MATERIALS AND EQUIPMENT SHALL SUPPORT ATTAINMENT OF OBJECTIVES SPECIFIED IN COURSES OF STUDY. Instructional materials are aids which enhance teaching and learning and include print and non-print materials, microcomputer software, and related equipment. The selection of materials is correlated to course of study objectives; materials and equipment must be provided to support course of study implementation. 3301-35-03(B)(1) INSTRUCTIONAL MATERIALS, TEXTBOOKS, AND EQUIPMENT SHALL BE AVAILABLE FOR TEACHER AND PUPIL USE AT EACH GRADE LEVEL. Equipment is defined as any apparatus, instrument or machine used for instruction and skill development such as audiovisual and special items used to support the courses of study. The library provides learning materials such as globes, maps, charts, pictures, transparencies, and classroom sets of dictionaries. These materials need to be appropriate for the curriculum, functional, and of sufficient quantity to meet the volume of need.

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT	North Central	Ohio
	Middle School 10.01 b. The size of the book collection shall be as follows: A minimum collection of 2,000 books, exclusive of textbooks, or at least 10 books per student enrolled, whichever figure is larger, until the school's enrollment reaches 500. At least 3 additional books shall be provided for each student above 500 enrolled. 10.01 c. The program shall consist of a balanced collection of print materials, non-print materials, and instructional/learning equipment and supplies adequate in quality and quantity to meet the needs of the students in all areas of the school's program. 10.01 e. To keep the staff current with curricular trends and research findings, the school system shall make available a library of professional books and periodicals. 10.09 Efficient procedures shall be utilized in processing, classifying, and storing all educational materials to ensure their accessibility and effective use. 10.10 Materials in the center(s) shall be evaluated annually in terms of recency, appropriateness, balance, adequacy, and usage.	3301-35-03(B)(1)(a) INSTRUCTIONAL MATERIALS, TEXTBOOKS AND EQUIPMENT SHALL BE SELECTED ACCORDING TO ADOPTED POLICIES WITH THE INVOLVEMENT OF CERTIFICATED STAFF. The library's role in selecting, ordering, processing, and organizing instructional materials and equipment varies among school districts. A board-approved selection policy identifying the process and criteria for purchase of learning resources is required. Staff members are to be involved in the selection process. Involvement of staff ranges from previewing actual materials and viewing publishers' exhibits to making periodic written requests. Coordinating library purchases through a district program can expand the collection, increase efficiency, and enhance K-12 articulation. 3301-35-03(B)(1)(b) INSTRUCTIONAL MATERIALS, TEXTBOOKS, AND EQUIPMENT SHALL BE CURRENT. Instructional materials may be considered current if they are periodically reviewed and found to be adequate for implementing the subject objectives in the courses of study. Districts may wish to review instructional materials every five years on the same cycle as the course of study review. Equipment should reflect current technology and trends in education.

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

AASL/AECT

North Central

10.11 The professional staff of the school, working with the instructional materials center(s) staff, shall assume a major responsibility in the selection of material for the center(s).

10.12 The staff of the center(s) shall make available to the professional staff and students a ready access to the listing of all available educational media.

High School

8.10 **Adequacy of Collection:** No fewer than 3,000 volumes, exclusive of textbooks and appropriate for instructional needs, shall be provided. The minimum volumes required for various enrollments are:

Enrollment	Minimum Volumes Required
Fewer than 200 students	3,000
200-499 students	3,000 plus 8 volumes for each student beyond 200
500-999 students	5,400 plus 6 volumes for each student beyond 500
1,000-1,999 students	8,400 plus 4 volumes for each student beyond 1,000
2,000 students and over	12,400 plus 2 volumes for each student beyond 2,000

Ohio

3301-35-03(A)(11)
CERTIFICATED AND CLASSIFIED STAFF HAVE ACCESS TO A PROFESSIONAL LIBRARY.
A professional library is a collection of current and appropriate print and nonprint materials to keep staff abreast of trends, developments, techniques, and research both in general and in specialized educational fields. Materials include course of study, books, periodicals, resource units, curriculum materials, films, videotapes, etc. The professional library may be housed in the building, district or county office. While academic and technical school libraries located in the community may supplement the district's professional library, such libraries alone do not constitute compliance.

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT	North Central	Ohio
	The program shall consist of a balanced collection of print materials, non-print materials, and instructional equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school program. Newly organized schools will be given a reasonable amount of time to meet the minimum volume requirement.	
	8.40 To keep the faculty informed of current curricular trends and research findings, the school system shall make available a library of professional books and periodicals.	
	8.60 All media materials and equipment shall be maintained adequately, with provisions made to replace obsolete materials and worn-out equipment on a regular basis.	
	8.70 The professional media staff, in concert with the faculty, shall develop a statement of policy for the selection and evaluation of reference materials, instructional materials for the library, and textbooks. The policy statement shall have school board approval.	
	8.80 Adequate and appropriate types of instructional materials and equipment for all areas of the school program shall be provided in the amount and types needed to accomplish the instructional objectives.	

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT	North Central	Ohio
	8.81 Instructional materials shall be evaluated periodically in terms of their adequacy for the students and the program of the school. 8.90 Records of acquisition, classification, cataloging, circulation, and financing shall be accurate and current. An alphabetically arranged card catalog, using a recognized system, and a shelf list of holdings shall be maintained. 10.90 Procedures for requisitioning supplies and equipment shall be developed and followed to ensure delivery. *Exemplary:* A minimum collection of 6,000 volumes or 10 volumes per student, whichever is greater. *Exemplary:* Provisions are made for the prompt repair and replacement of materials, as needed.	

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT	North Central	Ohio
	Vocational 9.10 *Print Materials Collection:* A sufficient collection of books exclusive of the adopted texts and appropriate for the school's instructional needs shall be provided. A central library/resource center and/or decentralized print resource areas may be used for the storage of educational materials. Other library resources in the community may be considered in determining the sufficiency of the print material collection, provided they are readily accessible to the students. 9.20 *Media Collection:* The media collection should be adequate to meet the needs of the students. 9.70 *Media Selection Policy:* The school administrator, media staff, and instructional staff shall be responsible for the development of a policy for the selection and evaluation of all instructional materials to be utilized. This policy should have board approval. 9.80 *Classroom Instructional Materials and Equipment:* Adequate and appropriate types of teaching materials and equipment for all areas of the school program shall be provided.	

How do I measure up?

Resources and Equipment

AASL/AECT	North Central	Ohio

Resources and Equipment

AASL/AECT	North Central	Ohio
	9.90 *Record Keeping:* Records of acquisition, classification, cataloging, circulation, and financing shall be accurate, adequate, and current. 11.32 Procedures for requisitioning supplies and equipment shall be developed and followed to ensure the prompt delivery of materials to the teachers in the school. 11.33 Equipment shall be well maintained for students to have appropriate instruction at the proper time. 11.34 An appropriate schedule for the replacement of equipment shall be established and maintained. 11.35 Provision shall be made for disposal or transfer of instructional equipment no longer in use in the educational program. *Exemplary:* Careful study is made of advances in electronic learning devices and appropriate efforts are made to incorporate them into the IMC. A modern information retrieval system should be an important goal of the media staff, instructional staff, and administration. *Exemplary:* Media equipment such as video tapes, closed circuit television, dial-access terminals, and similar equipment should be available to students and staff.	

Facilities

AASL/AECT

School Building Facilities

7.1 Facilities provide a barrier-free learning environment and unimpeded physical access for all users.

7.2 Facilities have built-in flexibility, so that changing needs and newer information-handling technologies can be accommodated in the existing complex without extensive redesign

7.3 Facilities are located to provide easy access and encourage frequent use, allowing for traffic flow that minimizes interruptions and distractions.

7.4 Facilities have a separate outside entrance and are located to make them readily accessible before, during, and after school hours and during vacation periods.

7.5 Facilities provide a comfortable, efficient, and safe working environment for students, teachers, administrators, and library media staff.

7.6 Facilities include adequate space for independent study, small and large group activities, reference service, manual and electronic access to the collection, circulation activities, and informal or recreational reading.

7.7 Facilities have sufficient space to carry out the support functions (administrative, technical, and consultant) required in providing materials and services.

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North Central

Middle School

8.09 The school building shall provide for the use of modern educational media.

10.01 a. The number of reading stations in the center(s) shall be as follows:

In schools enrolling up to 500 students, 40 stations or stations for the largest non-activity class plus ten.

In schools enrolling 501 to 999 students, stations for 8% of the students.

In schools enrolling from 1,000 to 1,999 students, stations for 7% but not fewer than 80 stations.

In schools enrolling 2,000 or more students, stations for 5% but not fewer than 140 stations.

In addition, there shall be sufficient work space for the technical processing and repair of materials, for conducting business routines, and for storing supplies and equipment. Control and listing of all materials shall be in the central instructional materials center.

Ohio

3301-35-03(C)
FACILITIES SHALL ACCOMMODATE THE ENROLLMENT AND EDUCATIONAL GOALS OF THE SCHOOL.

3301-35-03(C)(1)
FACILITIES SHALL BE OF A QUALITY AND QUANTITY TO SUPPORT PUPIL LEARNING RELATIVE TO OBJECTIVES SPECIFIED IN COURSE OF STUDY.
Library facilities should be able to accommodate the student body and the educational program. Consideration should be given to the following areas:

1) easy access for utilization
2) seating to accommodate classes, small groups, and individuals
3) storage for print and nonprint materials, instructional equipment, and supplies
4) areas for instruction, reference, and production of instructional materials.

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How do I measure up?

Facilities

AASL/AECT	North Central	Ohio

AASL/AECT	North Central	Ohio
7.8 Facilities have sufficient space for housing materials and the equipment required in production, for evaluation activities, and for the use of such materials and equipment.	10.03 The instructional materials center(s) shall provide areas for reading, listening, viewing, preparation, and individual learning for staff and students as well as storage for materials and equipment. Even though facilities may not allow consolidating into one location all the areas listed above, their availability should be supervised from the central instructional materials center(s) of the school.	
7.9 Facilities are functional in design and arrangement, aesthetically pleasing in appearnace, convenient and comfortable to use.	10.07 The instructional materials center(s) shall be located so as to be readily accessible to students and staff.	
7.10 Facilities have the requisite natural and artificial lighting, acoustical treatment, and climate control for the comfort of the user and for the preservation of materials and equipment.	*Exemplary:* Independent study spaces and rooms for conferences and small group discussions are provided.	
7.11 Facilities are designed to provide the necessary electrical power, light control, circuit surge, telephone and intercommunication devices, sound control, lightning protection, and electronic capabilities required to meet the needs of a changing technological environment.	*Exemplary:* Materials, personnel, and space are provided to assist students in developing their own media materials.	
7.12 Facilities are designed with attention to safety precautions such as fire preparedness, emergency exits, securely fastened equipment, and other safeguards that will minimize risk to students, faculty, and staff.	High School	
7.13 Facilities provide for the unobtrusive security of materials and equipment during the school day and utilize additional electronic and other security measures during non-user hours.	8.20 **Instructional Materials Center and Equipment:** The center shall be attractive, easily accessible, well-lighted, and appropriately equipped. It shall accommodate the following proportions of the enrollment at reading stations: Schools enrolling up to 500 students: stations for 40 students or for the largest non-activity class plus 10.	

How do I measure up?

Facilities

AASL/AECT	North Central	Ohio

AASL/AECT	North Central	Ohio
7.14 The size of the overall library media center and its spaces, and the relationship of those spaces to each other, help determine the number of library media staff needed to manage and supervise the center.	Schools enrolling from 501 to 999 students: stations for 8% of the students. Schools enrolling from 1,000 to 1,999 students: stations for 7% but not fewer than 80 students. Schools enrolling 2,000 students or more: stations for 5% but not fewer than 140 students. The center shall not be used as a study hall requiring supervision by the professional staff and reducing reading stations to fewer than the numbers specified above. Sufficient workroom and storage space shall be provided. *Exemplary:* Independent study spaces and rooms for conferences and small group work are provided. *Exemplary:* Materials, personnel, and space are provided to assist students in developing their own media materials to supplement those available from other sources.	
District Library Media Facilities 7.15 Functions and services are planned in relation to district goals and building-level programs. 7.16 Library media personnel assigned to district library media facilities have adequate working space, sufficient equipment, and a pleasing environment.	Vocational 11.04 The school facilities shall provide sufficient and adequate space to meet fully the curricular and enrollment needs of the vocational/adult education programs.	

How do I measure up?

Facilities

AASL/AECT	North Central	Ohio

Facilities

AASL/AECT	North Central	Ohio
	Exemplary: The facilities provide flexibility for large and small group instruction, various learning activities, and for the accommodation of program changes. *Exemplary:* Students are provided with individual study areas which afford privacy and encourage independent study. *Exemplary:* Wiring and construction provide for later increased use of electronic devices such as television, automated instruction, and other information-retrieval devices which aid the learning process.	

Leadership

District

The principal functions that the district library media director performs include the following:

Leadership

8.1 Develops an effective plan and process for providing library media programs that support the philosophy, goals, and objectives of the school district.

8.2 Provides leadership and guidance to the school library staff in program planning, curriculum development, budgeting, inservice activities, facility use, and media production.

8.3 Participates in curriculum development, facility planning, personnel staffing, budget and management committees, and task forces and teams at the administrative level.

8.4 Participates in curriculum development, facility planning, personnel staffing, budget and management committees, and task forces and teams at the administrative level.

8.4 Articulates a code of ethics that promotes adherence to copyright guidelines.

8.5 Advocates the principles of intellectual freedom that govern the universal right to read and to access information and ideas.

8.6 Encourages use of new technologies to support teaching and learning.

Regional

Many services provided by regional library media programs are similar to those provided by district level library media programs; therefore, only those not commonly provided at other levels are listed below.

Leadership

8.44 Offers staff development programs for library media specialists, teachers, and administrators.

8.45 Provides leadership in evaluating the impact of new and existing technologies and program features.

8.46 Promotes the adoption of new and tested technologies in the region, and sets up pilot programs to test new technologies.

8.47 Plans for the installation of telecommunication services such as distance learning and teleconferencing.

8.48 Participates actively in state and national professional associations, and encourages a high level of participation by district and school library media personnel.

Consultation

8.49 Recommends and encourages visits to exemplary library media programs.

8.50 Assists school library media centers in public relations activities.

State

The state agency or designated library media staff assumes responsibility for the functions listed below.

Leadership

8.64 Promotes exemplary professional practices and programs at regional, district, and school levels.

8.65 Participates in developing state standards and/or guidelines for library media programs and criteria for certification of library media personnel.

8.66 Develops plans for state-based research on library media programs and seeks funding for such research.

8.67 Seeks legislative initiatives in support of school library media programs.

8.68 Assures that state mandates concerning library media programs are met.

8.69 Clarifies certification issues, including evaluation of library and media education programs, and participates in curricular development of these programs.

8.70 Participates actively in state and national professional associations, and encourages a high level of participation by district, regional, and school library media personnel.

How do I measure up?

Leadership

District	Regional	State

Leadership

District

8.7 Directs the district's participation in library networking.

8.8 Serves as liaison with supervisory and administrative personnel at local, state, and national level.

8.9 Foster the development of exemplary library media programs at each educational level and assists the programs in meeting regional, state, and professional standards.

8.10 Provides district inservice programs for library media specialists to foster leadership, competence, and creativity in developing programs.

8.11 Assists principals, library media specialists, and others in applying district policies that relate to library media programs.

8.12 Participates actively in state and national professional associations and encourages a high level of participation by other district media personnel and by building-level personnel.

Consultation

8.13 Assists school library media specialists in developing program goals and objectives.

8.14 Promotes expansion of programs that integrate the teaching of skills for finding, evaluating, and using information with the teaching of subject content.

Regional

Communication

8.51 Develops publications, newsletters, videos, and other types of communications for dissemination to the schools.

8.52 Alerts schools to legislative initiatives that pertain to or affect school library media programs, curriculum change, graduation requirements, or other matters of interest to educators.

Coordination

8.53 Coordinates school library media program participation in multi-type networks.

8.54 Coordinates cooperative preview and purchasing of library media resources and equipment, cooperative bidding, state contracts, and licensing agreements.

Administration

8.55 Produces or distributes instructional television programs, specialized video, film, or other media.

8.56 Furnishes technical processing services and access to national bibliographic utilities.

8.57 Negotiates rights for distribution, purchase, and rental/lease of media resources to save money through cooperative acquisition and to ensure legal compliance with copyright considerations.

State

Consultation

8.71 Provides staff development programs on philosophy, concepts, and trends of library media programs to administrators, supervisors, library media specialists, curriculum directors, and teachers.

8.72 Offers consultative services to districts concerning new technologies and services and the planning of media facilities.

8.73 Guides districts and regions in the implementation of state policies, laws, and regulations.

8.74 Assists schools, districts, and regions in dealing with such problems as censorship challenges.

8.75 Participates in the development of state curricular materials.

8.76 Reviews library media education programs for approved program status.

Communications

8.77 Collects data and disseminates information on library media programs in the state.

8.78 Promotes library media programs through public relations activities.

8.79 Receives and disseminates information from state and federal reports related to school library media programs.

How do I measure up?

Leadership		
District	Regional	State

Leadership

District

8.15 Demonstrates methods for effective integration of library media activities and instructional units in building-level programs.

8.16 Consults with planning committees and architects when new or remodeled facilities are designed.

Communication

8.17 Advises district and school administrators of new developments in library media programs, technology, instructional strategies, and research.

8.18 Conducts orientation meetings on the library media program for teachers, administrators, and support staff.

8.19 Provides building-level library media specialists with information regarding computer-based applications for circulation procedures and public access catalogs.

8.20 Develops and implements plans for presenting and publicizing library media programs and services.

8.21 Prepares reports for district and school administrators on the impact of building-level programs on the instructional process.

8.22 Submits reports to the local board of education, to state and national agencies, to the library media staff, and to the public.

Regional

8.58 Establishes a preview and examination center for instructional materials and the emerging technologies.

8.59 Establishes and oversees a networking system for member schools, including resource sharing, databases, telecommunications, cooperative collection development agreements, cooperative staff, and curriculum development.

8.60 Makes available computer and database services for administration and instruction.

8.61 Develops specialized collections as appropriate.

8.62 Provides and arranges maintenance of audiovisual and computer equipment owned by member schools.

8.63 Provides offset printing services, delivery services, media production, and distribution service.

State

8.80 Generates publications to assist district- and building-level personnel in providing improved services.

Coordination

8.81 Encourages use of interlibrary loan and cooperative agreements among school, public, academic, and other libraries.

8.82 Works cooperatively with state library media associates.

Administration

8.83 Interprets and implements the policies of the state board of education as well as state and federal laws and regulations relating to media in the educational program.

8.84 Evaluates library media programs in schools or districts and makes recommendations for their improvement.

8.85 Supervises the development of long-range plans for development of effective library media programs.

8.86 Makes budget recommendations based on needs assessment for consideration by the appropriate state agency.

8.87 Develops guidelines for administration of federal and state funds.

How do I measure up?

Leadership

District	Regional	State

Leadership

District	Regional	State
Coordination		
8.23 Designs, in coordination with district and building-level instructional leaders, a sequential information skills curriculum to be integrated with classroom teaching activities.		
8.24 Participates in curriculum development and implementation through membership on instructional, curriculum, textbook, and new program adoption committees.		
8.25 Coordinates the planning and development of K-12 library media programs that serve the students and staff within the schools.		
8.26 Coordinates the acquisition and circulation of specialized collections that enrich the curriculum for all grade levels.		
Administration		
8.27 Works with the principal in selecting and evaluating library media personnel.		
8.28 Works with the principal to ensure that the library media program furthers the instructional process.		
8.29 Assists the school library media specialists and principals in developing building-level library media budgets.		

How do I measure up?

Leadership

District	Regional	State

Leadership		
District	**Regional**	**State**
8.30 Develops the district library media budget, including any allocation for each school, in cooperation with the building principals and library media specialists.		
8.31 Interprets the library media program and associated budgets for the appropriate administrators.		
8.32 Furnishes a wide range of resources and services to the school library media program and classroom, e.g., film/video library, production services, television studio, printing service, computer-assisted instruction, and loan of expensive or infrequently used materials or equipment.		
8.33 Distributes preview and on-approval materials for evaluation/purchase.		
8.34 Monitors state and federal laws pertaining to school library media programs.		
8.35 Monitors the adequacy of collections and equipment to provide data on relevance and currency.		
8.36 Arranges for building-level library media specialists to evaluate new resources and electronic equipment.		
8.37 Negotiates contracts and supervises purchases and installation of all resources.		

How do I measure up?

Leadership

District	Regional	State

Leadership		
District	**Regional**	**State**
8.38 Manages technical services for acquiring and processing resources and for maintaining and circulating district-owned materials and equipment.		
8.39 Encourages teachers, administrators, and parents to visit library media programs within and outside the district.		
8.40 Monitors and publicizes the status of district compliance with regional, state, and national accreditation requirements and library media standards.		
8.41 Provides a professional library collection as well as media and information services for educators.		
8.42 Seeks and administers grants from federal, state, and regional agencies and from foundations.		
8.43 Evaluates the impact of library media programs at the district and school levels.		

Order Information for Complete Documents

AASL/AECT

Information Power: Guidelines for School Library Media Programs 1988
$12.95

A Planning Guide for Information Power
$7.00

AASL Order Department
50 E. Huron Street
Chicago, IL 60611

North Central

Standards for Elementary Schools 1987

Standards for Middle Level Schools.....1987

Standards for Secondary Schools.....1987

Standards for Vocational and Adult Schools 1987

Eugene Wenger
State Department of Education
ODB 1005
65 South Front Street
Columbus, OH 43266

Ohio

Quality Library Services K-12 1986
(Minimum Standards Leadership Series)

The Ohio Department of Education
Div. of Elementary and Secondary Education
65 South Front Street
Columbus, OH 43266-0308